



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884**

June 1, 1990

INSPECTOR GENERAL INSTRUCTION 7250.13

Subject: Official Representation Funds (ORFs)

Reference: DoD Directive 7250.13, "Official Representation Funds (ORFs)," February 23, 1989

A. Purpose. This Instruction establishes policies and procedures and assigns responsibilities for use of funds appropriated for official representation purposes.

B. Applicability. This Instruction applies to the Offices of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; Director, Administration and Information Management; Director, Departmental Inquiries; Director, Intelligence Review; and the Office of the Deputy General Counsel (Inspector General), which is provided support by the Office of the Inspector General, Department of Defense (OIG, DoD), hereafter referred to collectively as OIG components.

C. Policy

1. Official representation funds shall be used in accordance with the referenced Directive. The funds shall be used for official courtesies extended to dignitaries and officials from foreign governments; distinguished and prominent citizens who have made a substantial contribution to the United States or the Department of Defense; and dignitaries and officials of local, county, state, and Federal governments.

2. Records on the use of ORFs shall be maintained on a function-by-function basis to provide data on how and why the funds were used.

D. Delegation of Authority. Pursuant to the reference, the Director of Administration and Management, Office of the Secretary of Defense (DA&M) (OSD) has delegated the authority to approve expenditures not to exceed \$1,000 per expenditure to the Inspector General, Department of Defense.

E. Responsibilities

1. The **Inspector General** shall:

- a. Approve requests for official representation expenditures not to exceed \$1,000.
- b. Endorse requests for official representation expenditures that exceed \$1,000 and forward to the DA&M, OSD.

2. The **Director, Financial Management Directorate (FMD), Office of Administration and Information Management (OA&IM)**, shall:

- a. Review requests to ensure that they meet ORF criteria and that funds are available.

b. Budget and account for resources necessary to support ORFs requirements.

3. Heads of OIG components shall review and submit requests through the OA&IM to the Inspector General for use of funds within their component.

F. General

1. Authorized guests shall include:

a. Distinguished citizens, military personnel, and government officials of foreign countries whose rank, position, function, or stature justifies official entertainment.

b. Federal, state, county, and local officials such as the President and Vice President of the United States, Cabinet members, Members of Congress, state governors, and city mayors.

c. The following DoD personnel on visits to the field:

- (1) Secretary of Defense
- (2) Deputy Secretary of Defense
- (3) Chairman, Joint Chiefs of Staff (JCS)
- (4) Secretaries of Military Departments
- (5) Under Secretaries of Defense
- (6) Assistant Secretaries of Defense
- (7) Comptroller, DoD
- (8) General Counsel, DoD
- (9) Inspector General, DoD
- (10) Assistants to the Secretary of Defense
- (11) Vice Chairman, JCS
- (12) Director, Joint Staff
- (13) Unified and Specified Commanders (includes Deputy Commander in Chief, Europe (DCINCEUR))
- (14) Under Secretaries and Assistant Secretaries of the Military Departments
- (15) Chiefs and Vice Chiefs of Staff of the Army and Air Force
- (16) Chief and Vice Chief of Naval Operations
- (17) Commandant and Assistant Commandant of the Marine Corps
- (18) Directors, Defense Agencies

(19) President, Uniformed Services University of the Health Sciences

2. Official courtesies shall include the cost of luncheons, dinners, receptions, and mementos. Only the Inspector General, or an official designated in writing by the Inspector General, may present gifts and mementos funded by ORFs. Such gifts may not exceed \$200 in value.

3. Expenses will not be paid for items such as the following:

- a. Christmas, greeting, or calling cards.
- b. Expenses for retirement ceremonies for DoD personnel and change-of-command ceremonies, except those specifically approved in advance by the Secretary of Defense or the Deputy Secretary of Defense.
- c. Expenses solely for the entertainment of DoD personnel, except that minimally required to extend official courtesies to those DoD officials listed in paragraph F.1.c. when they are on official visits to the field.
- d. Payment of membership fees or dues.
- e. Personal items, such as clothing, toilet articles, cigarettes, hair and beauty care, shoeshines, and souvenirs.
- f. Long-distance telephone calls originated by the authorized guest, except when directly related to the purpose of the visit.
- g. Classified projects for intelligence purposes.
- h. Any portion of any event that is eligible for sponsorship with welfare and recreation funds, except expenses of authorized guests.
- i. Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities.
- j. Gifts or flowers to be presented by the authorized guests.

4. The following guidelines for ratios of DoD personnel (including spouses) to authorized guests will be observed:

- a. In parties of less than 30 persons, a minimum of approximately 20 percent should be honored or distinguished guests and members of their party.
- b. In parties of 30 or more persons, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party.

5. To the extent practicable, complete guest lists of proposed attendees to distinguish DoD personnel from those of the guest party shall be provided during the approval process. Such lists shall be revised after the function has been held to show those in actual attendance.

6. Department of Defense personnel in excess of minimum ratios in paragraph F.3., above, may attend functions by paying a pro rata share of the total expenses. Such attendance shall be recorded as a separate part of the official guest list. Department of Defense personnel shall not be required to pay pro rata shares of total expenses, when ratios are distorted by an authorized guest's failure to attend the function.

G. Procedures to Request Use of ORFs

1. Requests for use of ORFs must be submitted for each event no later than 3 months before the date of the event. Requests must include purpose, date, location of event, estimated cost, and list of attendees with title and organization. Suggested formats are provided for requests for \$1,000 or less (Appendix A) or requests exceeding \$1,000 (Appendix B).

2. Reimbursement procedures.

a. Reimbursement for events will be processed by the Director, Financial Management Directorate, OA&IM. Original receipts, copy of approved request, and actual list of attendees must be sent to the OA&IM.

b. An alternate system for local processing of vouchers may be approved by the Director, Financial Management Directorate, OA&IM. If approved, a copy of the processed reimbursement voucher, copy of receipt, and actual list of attendees must be sent to the OA&IM with the quarterly report.

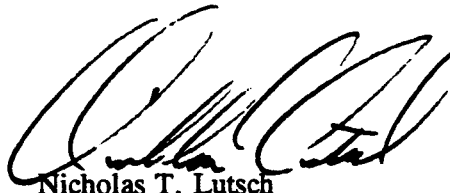
H. Reporting Requirements

1. Heads of OIG components shall submit a quarterly report which must reach the OA&IM not later than 20 calendar days after the close of each quarter. Report should include a summary of activity. A sample format is provided at Appendix C.

2. The OA&IM shall submit an Agency quarterly report to the DA&M not later than 31 days after the close of each quarter.

I. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Nicholas T. Lutsch
Assistant Inspector General for
Administration and Information Management

Enclosures

Appendix A

Appendix B

Appendix C

Distribution C

**APPENDIX A
SUGGESTED FORMAT
IF REQUEST IS \$1,000 OR LESS**

MEMORANDUM FOR INSPECTOR GENERAL
THROUGH DIRECTOR, ADMINISTRATION AND INFORMATION MANAGEMENT

SUBJECT: Official Representation Funds

Request authority to expend \$_____ of official representation funds to defray expenses associated with *(function)* to be held on *(date)* at *(location)*.

The *(function)* is being held for *(purpose)* in honor of *(name of dignitary)* and will be hosted by *(name)*. The list of attendees are:

<u>NAME</u>	<u>TITLE/ORGANIZATION</u>
John Doe	Deputy Secretary, Federal Ministry of Defense
Jane Smith	Deputy AIG-__
James E. Brown	AIG-__

James E. Brown
Assistant Inspector General for _____

APPROVED: _____

DISAPPROVED: _____

**APPENDIX B
SUGGESTED FORMAT
IF REQUEST IS MORE THAN \$1,000**

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT, OFFICE OF
THE SECRETARY OF DEFENSE
THROUGH INSPECTOR GENERAL
THROUGH DIRECTOR, ADMINISTRATION AND INFORMATION MANAGEMENT

SUBJECT: Official Representation Funds

Request authority to expend \$_____ of official representation funds to defray expenses associated with (*function*) to be held on (*date*) at (*location*).

The (*function*) is being held for (*purpose*) in honor of (*name of dignitary*) and will be hosted by (*name*).
The list of attendees are:

<u>NAME</u>	<u>TITLE/ORGANIZATION</u>
John Doe	Deputy Secretary, Federal Ministry of Defense
Jane Smith	Deputy AIG-_____
James E. Brown	AIG-_____

James E. Brown
Assistant Inspector General for

APPROVED: _____

DISAPPROVED: _____

**APPENDIX C
INSPECTOR GENERAL, DEPARTMENT OF DEFENSE
OFFICIAL REPRESENTATION FUNDS
CUMULATIVE ACCRUED EXPENDITURES**

FY _____

Organization: _____

Quarter

1st (October 1-December 31) **\$**

Event #1 (Date, Description) \$

Event #2 (Date, Description) \$

2nd (January 1-March 31) **\$**

Event #1 (Date, Description) \$

Event #2 (Date, Description) \$

3rd (April 1-June 30) **\$**

Event #1 (Date, Description) \$

Event #2 (Date, Description) \$

4th (July 1-September 30) **\$**

Event #1 (Date, Description) \$

Event #2 (Date, Description) \$

FY _____ **TOTAL** **\$**